

CHAPTER 3
TRAVEL ORDERS

3-1. General.

a. DD Form 1610, Request and Authorization for TDY of DOD Personnel, is prescribed for general use in connection with all official temporary duty travel. It will be used for group or blanket temporary duty travel, with a continuation sheet or sheets containing additional names, authorizations and necessary information. DD Form 1610 will not be used for invitational travel orders.

b. Most of the items on DD Form 1610 are self-explanatory. In general, items should be completed as follows:

(1) Date of Request - Enter day, month, and year; i.e., 25 July 1988.

(2) Name and SSN - Enter name and social security number of traveler.

(3) Position and Title and Grade or Rating - Self explanatory.

(4) Official Station - Enter name and location of permanent duty station.

(5) Organizational Element - Enter division, branch.

(6) Phone No. - Enter complete telephone number.

(7) Type of Order - Indicate as appropriate,, e.g., TDY, repeated, amendment, confirmatory, blanket, cancellation.

(8) Security Clearance - The degree of security clearance for the period of temporary duty will be included in the order, i.e., interim or final security clearance, top secret, secret, or confidential, as appropriate; i.e., "individual cleared for access to classified material up to and including (classification) for the period of this TDY. The statement "Access to classified data not required " will be included when appropriate. This item is to be used only when considered necessary by the travel directing official.

(9) Purpose of TDY - Specify clearly and fully (see paragraph 3-2g).

(10) Approximate Number of Days of TDY:

(a) Include travel time. The assignment, including travel time, may be exceeded by 100% or 7 days, whichever is less, without requiring an amendment.

(b) Proceed On or About (Date) - Indicate for beginning of official travel which will be as accurate as possible (official travel may begin as much as 7 days before or after the indicated date but is not official until the date travel order is issued).

(11) Itinerary - Indicate places from and to which official travel is authorized and "return to" point. If it is expected that the traveler may have to alter the prescribed itinerary to accomplish mission assignment, indicate by an "X" in block preceding "variation authorized." Variation should be limited within specific division/district, or area.

(12) Mode of Transportation - Indicate in block(s) provided, the mode(s) authorized.

(13) Per Diem - When the rates prescribed in the JTR/JFTR are to be authorized, check the block "Per Diem Authorized in accordance with JTR" and make no further entries regarding per diem rates.

(14) Estimated Cost - Self explanatory.

(15) Advance Authorized - Leave blank. The amount of advance of travel funds will be computed by the Finance and Accounting Office.

(16) Remarks - may be used for special authorization or any pertinent information.

(17) Requesting Official (Title and Signature) - See Tables 1-1 and 1-2.

(18) Approving Official (Title and Signature) - See Tables 1-1 and 1-2.

(19) Accounting Citation - Show appropriate fiscal data, with complete fund citation, including appropriation ADP workcode and fiscal station number.

(20) Order Authorizing Official or Authentication - See Tables 1-1 and 1-2.

(21) Date Issued - Show date that order was issued.

(22) Travel Order Number - Show the identifying number which has been assigned.

c. Item 11 above may indicate travel from employee's place of abode and return thereto. For the purpose of TDY entitlements place of abode is defined as the residence or other quarters from which the employee regularly commutes to and from work. Travel approving officials will ensure that orders do not direct travel from points other than residence or quarters in excess of the residence quarters where the employee regularly commutes to and from work.

3-2. Preparation of Travel Orders.

a. In the preparation of travel orders the accounting citation block will reflect the appropriate accounting citation, including appropriation APD workcode, fiscal station number(FSN) and Organization Code.

b. Immediately after preparation of travel orders by the element the form will be processed through HECSA Finance and Accounting Branch Representative in Room 1213C for fund certification. If the orders have been approved by the order authenticating office, HECSA will retain two copies.

c. When travel orders include points outside the Continental United States and transportation is furnished by Military Airlift Command (MAC) a Customer Identification Code (CIC) will also be included in the accounting citation block. Contact HECSA Finance and Accounting Office for CIC codes.

d. Travel orders which do not call for the use of Government facilities when available, or which authorize the hiring of special conveyances, will be held to the absolute minimum. Directors and Chiefs of Separate Offices will ensure that these exceptions are made only in cases where mission performance is essential. For those existing Government facilities, Directors and Chiefs of Separate Offices will require approval by the approving official that utilization of existing Government facilities would adversely affect the performance of assigned mission. The requesting official and traveler will furnish, in writing, the travel approving official specific justification that such use is impractical.

e. All travel orders will include the amount of estimated costs. All estimates will be as realistic as possible.

(1) "Per Diem" estimate will include only costs for per diem, in quarter day increments.

(2) "Travel" estimates will reflect the cost of commercial transportation at Government rates or mileage allowance for use of privately owned conveyance to and from temporary duty location.

(3) "Other" estimates will include all costs, except those in subparagraphs (1) and (2) above, for items reimbursable to the traveler (e.g., taxi fares, rental car costs, registration fees, transportation to and from terminals, parking fees, use of privately owned conveyance at TDY site, etc.). For PCS travel the estimate will include the costs for transportation and storage of household goods, temporary quarters and subsistence expense, real estate expense, and miscellaneous expenses.

(4) "Total" estimated costs, the sum of (1), (2) and (3) above, will be the amount used by HECSA Finance and Accounting Branch to certify funds.

(5) Blanket travel orders will reflect a NTE dollar limit for the fiscal year or other period of issuance.

f. Travel order approving officials will ensure that the GTR cost is shown in item 16 of DD Form 1610 when travel by privately owned conveyance is not more advantageous to the Government. Item 16 will also reflect any annual leave approved in conjunction with the TDY assignment, except for military personnel. If travel involves post conference tours, the tour and cost will also be reflected.

g. All travel orders, DD Form 1610, will include standard purpose categories to identify the reason for travel in addition to any other description of the purpose of TDY. The applicable purpose categories will be included in item 9 of DD Form 1610. Consult Appendix L for purpose categories and descriptions.

3-3 Blanket Travel Orders.

a. Blanket travel orders are issued to employees/members who frequently make trips away from their permanent duty station, within certain geographical limits, in the performance of assigned duties. Normally, such orders are issued for an entire fiscal year.

b. Blanket travel orders will be used only if regular TDY orders or repeated orders will not accomplish the mission.

c. Blanket travel orders will be authorized only for those personnel performing missions considered absolutely essential to the operation of the mission.

d. Directors and Chiefs of Separate Offices will thoroughly evaluate requests for approval of blanket travel orders to ensure they are fully justified and include specific reasons why blanket travel orders are required. Officials evaluating requests for blanket travel orders will apply the following criteria prior to submitting requests to CELD-TT:

(1) The urgency of the mission is such that there is insufficient time to process a normal request for TDY.

(2) The requirement cannot be satisfied by another type of order, e.g., repeated travel order.

(3) The requirement occurs often enough to justify blanket travel orders.

e. Positions approved for blanket travel orders will be reviewed on a semiannual basis to determine their valid essentiality.

f. Blanket travel orders will not be used to compensate for administrative workloads.

g. Blanket travel orders will be prepared on DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, and will be submitted to CELD-TT along with justification. General Officers and staff members of the Executive Office need not submit justifications. DD Form 1610 will be completed through item 19 and will be approved by the appropriate order approving official.

h. Format for preparation of orders is shown in Figure J-1, Appendix J.

3-4. Repeated Travel Orders.

a. Repeated travel orders allow any necessary number of separate round trip journeys from the permanent duty station to and from or between specified locations. Each separate journey may necessitate a stopover for duty at one or more places before returning to the permanent duty station. Travel will not be solely between the place of duty and the place of lodging. Sample for preparation of repeated travel order is shown in Figure J-2, Appendix J.

b. Repeated travel orders may be issued for periods up to 60 days and may be reissued if necessary.

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3-5. TDY Orders for Military Personnel. Travel orders may be issued up to 179 calendar days. Requests for TDY in excess of 179 calendar days will be submitted to CEPE-MA for forwarding to DA level for approval, NLT the completion of the 145th day of TDY.

3-6. Invitational Travel Orders.

a. Invitational travel orders are issued to individuals who are not Federal Government employees or members of the Uniformed Services. Employees from other Government agencies who travel/perform work for USACE should not be issued invitational travel orders.

b. Travel allowances authorized for individuals traveling under invitational travel orders are limited to those normally authorized for employees in connection with temporary duty travel.

c. Advance of funds is not allowed for persons traveling under invitational travel orders.

d. Travel of foreign nationals must be approved by HQDA, Office of the Deputy Chief of Staff for Intelligence (ODCSINT) prior to issue of invitational orders. All orders for travel of foreign nationals, to or within CONUS, or from CONUS to OCONUS, will be forwarded to CEP-M-S-FL for coordination and approval by DA. After DA approval CEP-M-S-FL will forward requests to the HECSA representative for fund certification.

e. Procedures for requesting invitational travel orders are contained in Chapter 13, paragraph 13-2p of this regulation.

3-7. NATO Travel Orders.

a. NATO travel orders are required for US Military Personnel directed to travel to or through Belgium, Canada, Denmark, France, Federal Republic of Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Turkey, or the United Kingdom. NATO travel orders are not issued to civilian personnel.

b. CELD-TT will furnish NATO order (Figure J-3, Appendix 3).

3-8. Exceptions. When travel is performed within the limits of HQUSACE and the surrounding metropolitan areas, authorization by the travel directing official may be oral. Travel orders will not be issued when it is known that the claim for travel expense will not involve the payment of per diem and will involve only reimbursement for the use of a privately owned conveyance approved as being more advantageous to the Government. In such

cases, reimbursement will be effected on SF 1164, Claim for Reimbursement for Expenditures on Official Business.

3-9. Revocations.

a. DD Form 1610 will be used for revocation of TDY travel orders (Figure J-4, Appendix J).

b. DD Form 1614 will be used for revocation of permanent change of station travel orders.

c. Revocation of invitational travel orders will be requested by an informal memorandum (Figure J-5 , Appendix J).

d. Revocations for permanent change of station orders will be forwarded through the HECSA Finance and Accounting representative.

e. Revocations for invitational orders will be forwarded through the HECSA Finance and Accounting representative, to CELD-TT.

3-10. Numbering Travel Orders.

a. DD Form 1610, Block 22 will be numbered using a fiscal year designation, a month of the FY designation (Appendix C) and organizational code (Appendix D), and a sequence number. Each element will use their own sequence numbers from 001 to 999. A sample number for the Directorate of Resource Management would be 88-01-D001 for the first travel order of the year. The number also indicates that the travel order was issued during October (first month of the fiscal year).

b. Amendments to travel orders will have the same number as the original order followed by a letter designation. The first amendment to the above order will be 88-01-D001-A and the second amendment would be 88-01-D001-B.

c. Directors and Chiefs of Separate Offices may assign blocks of numbers to internal elements responsible for preparing travel orders. The allocation must be made within the element's numeric sequence from 001 to 999. Duplicate numbers within the same organization shall be avoided.

d. If an element processes more than 999 travel orders during a fiscal year, the sequence will be repeated substituting an alpha character for the first number, i.e., 88-10-DA01 would be the 1000th travel order issued by DRM (if travel order was issued in July). Following use of DA 999, the next number would be DB01.

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e. Consult Appendix D for organizational code for issuance of orders.

3-11. Amendments. DD Form 1610 or 1614, whichever is applicable, will be used. Request for amendment of invitational travel orders will be submitted via informal memorandums. All amendments will be forwarded through HECSA, Finance and Accounting Branch representative. (Figures J-6 thru J-8, Appendix J).

3-12. Permanent Change of Station (PCS) Travel Orders. Guidance and procedures for issuance of PCS orders are contained in Chapter 7.